

Certification Checklist for Grantee/Grant Officers for Public Law 100-297

Part B School Grant Process

- I. This document is to be submitted to the Director, BIE within 90 days of receipt of Grant Application.
 - A. Letter of intent to Grant is submitted by the Tribe/Tribal Organization to the ELO/Grant Officer.
 - B. Letter of Intent to Grant is transmitted to the Director, BIE from ELO/Grant Officer.
 - C. ELO/Grant Officer ensures that the Grantee meets the following responsibilities:
 1. Complete Application to Grant-Part B is submitted with Tribal Governing Body Resolution(s).
 2. Equipment Inventory
 3. Bookkeeping and Accounting Procedures
 4. Substantive Knowledge of operating the school
 5. Adequately trained personnel
 6. Any other necessary components in the operation of the School
 - a) Personnel Policies and Procedures
 - b) Financial Policies and Procedures
 - c) Procurement Policies and Procedures
 - d) Property Management System
 - e) Risk Management Programs
 - f) Grantees are to be treated as Bureau Schools for purposes of funding for DOE funds
 - g) Assist Grantee in submitting request to Internal Revenue for Employer ID. A letter is sent to the Grantee by the Grant Officer.
 - h) Annual Funding Agreement – As required in Section 108(c) (Model Agreements provisions)
 - i) DUNS and Commercial Contracting Registry (CCR) – ARRA Funds

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D. Within 5 days of the ELO/Grant Officer acknowledges Receipt of Application. A letter is sent to the Tribe and School Board by the Grant Officer.

E. 120 Days Countdown begins upon receipt of the application and the Tribal Resolution, on which the determination, to approve or disapprove, is to be made by the Director, BIE.

1. Director, BIE is immediately notified of Receipt Date and specific 120 day due date to respond (Section 5206) (d)(1)). Copy should be sent to Labor Relations Specialist, Human Resource (HR) office.

2. HR notifies the Union of the Tribal Resolution to covert a Bureau operated school to a tribally controlled grant school.

F. The Grant Officer submits written request for Reduction-in-Force (RIF) of staff to the Director, BIE with a copy to the HR office. Request must include school's organization chart and listing of affected staff by position. All appropriate RIF procedures must be followed.

G. Grant Officer reviews and recommends approval/disapprovals of application to the Director, BIE. Director, BIE approves or disapproves application. (180 day timeline for new school starts and 120 for Bureau of Indian Education operated schools). Approval or Disapproval letter is sent to the HR office.

H. Grant Officer submits written request for Displacement Costs (Severance and Annual Leave) to Director, BIE. The HR Officer will provide amount to request and will calculate severance pay and lump-sum annual leave payments.

I. Grant Officer meets with Assistant Deputy Director, Administration or staff-ABQ and to discuss procedural requirements for funding. (Tentative allotments, Vendor code, Bank selection, Signatory authority and P-638 payment system etc.). Grant Officer meets with Grantee to provide this information.

J. Grant Officer is responsible for insuring that the following administrative requirements are completed:

1. Process for payment and clear out all outstanding obligations.
2. Request Acquisition Office to de-obligate UDO balances.
3. Coordinate with Acquisition Office to close out all open service contracts.
4. Coordinate with appropriate Property Management Office to establish new BOAC numbers.

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5. Coordinate with appropriate Property Management Office to conduct Government property and facility Inventory.
 6. Ensure that all Employees charge card balances are paid.
 7. Collect all keys, charge cards, Government ID and other properties of the Government (Employee Clearance Document)
 8. If requested, draft MOA's for any Government services (Operations and Maintenance, boiler repair, etc.) to be provided by the Federal Government.
 9. Ensure Student Activities Fund has been audited and inventory any equipment procured with Student Activity Funds.
 10. Work with Records Office and the school to ensure all official records are copied and made available to the Grantee. All official original records are to be shipped to Lenexa, Kansas.
 11. Disable user accounts for all Federal systems by June 30.
- K. If the Grantee requests to include Facilities Operations and Maintenance (O&M) and/or Quarters in the Grant, Facilities the Office of Facility Management and Construction (OFMC) should be notified and included in the grant Negotiations. Grants Officer will ensure Grantee is provided the:
1. AHERA Management Plan and Regulations
 2. An updated Facilities Inventory, and
 3. Most recent Health/Safety Code Deficiency Report
- L. If Quarters are granted the OFMC, Quarters Coordinator is responsible to provide a Facilities plan diagram identifying building utility system with building numbers.
- M. If the Application is declined, a letter to the Tribe will be sent by the Director, within 120 days of receipt of the application. The letter will state:
1. The objections,
 2. Provide assistance to the Tribe to overcome objections
 3. Provide Tribe a hearing according to P.L. 93-638
 4. Provide an opportunity for the Tribe to appeal to objections raised.

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N. Reconsideration of an amended application submitted by the Grantee is to be responded to within 60 days from the date the amended application is received by the Director, BIE.

O. ELO/Grant Officer is to include language within the grant application that background checks must be completed for staff as required by P.L. 101-630.

Grant Officer

Date